

# **OFM MAIN TRAINING CLASS SCHEDULING FREQUENCY**

(Updated 02/15/2007)

## **TWICE A MONTH**

The following classes are offered twice a month:

BUSOB Introduction to Business Objects

BUS FIN Business Objects Finance

BUS HRS Business Objects HRS

## **MONTHLY**

The following classes are offered on a monthly basis:

### **R\*STARS Introductory Series**

RS02 R\*STARS On-Line Fundamentals

RS15A R\*STARS Inquiry

RM02 RMDS Navigation

## **BIMONTHLY**

The following classes are offered every other month:

### **ADPICS Introductory Series**

AD02 ADPICS On-Line Fundamentals

AD17 Vendor Table Inquiry

AD04.1 Requisition Processing (Part 1 of 2)

AD04.2 Requisition Processing (Part 2 of 20)

AD08A Specifications and Terms

AD19A ADPICS Approval Paths for Initiators

AD14A ADPICS Inquiry

AD11B Direct Vouchers

AD06C DPO Processing and BPO Releases

AD09 Receiving Process

## **QUARTERLY**

The following classes are offered four times a year:

RS03 R\*STARS Profile Maintenance

RS06 Budget Accounting and Controls

## **TRIANNUALLY**

The following classes are offered 3 times a year:

AD10 Invoice Processing  
AD11A Voucher Processing  
AD21 CS138 Processing

## **SCHEDULED IRREGULARLY – AS REQUESTED**

The following classes are offered once or twice a year. They are also available on an 'as requested' basis when demand reaches an appropriate level. Requests should be made through the Agency MAIN Training Coordinator.

AD05 Bid Processing  
AD22 Blanket Purchase Order Processing  
AD06A Standard Purchase Order Processing  
AD12 Creating ADPICS Approval Paths  
AD19 Using ADPICS Approval Paths for Approvers  
AD20 ADPICS for R\*STARS Users  
AD28 Travel Processing Option A

RM03 RMDS Report Selection and Resources

RS08 Accounts Receivable  
RS09 Cash Receipts and Revenue  
RS13 R\*STARS Payment Processing  
RS20 R\*STARS for ADPICS Users

HR104 DCDS Financial Adjustments  
HR105 DCDS Personnel Adjustments  
HR106 DCDS Employee Data Collection

For a description of each class please refer to the [Course Catalog](#).

For Self Studies and Computer Based Training, please see [FACS Self Studies and CBTs](#)